

CAPACITY DEVELOPMENT GRANTS

The Maine Drinking Water State Revolving Fund has grant money available for assistance to public water systems to enhance system capacity.

What it's about.

The following information describes how eligible public water systems can receive grant monies for the preparation of documents that will assist them in the maintenance or enhancement of water quality by identifying possible improvements in systems' technical, financial and managerial operations (capacity development). Grants are awarded on a matching basis after the document is submitted to the Drinking Water Program (DWP) for approval and acceptance.

Who is eligible?

Community public water systems and non-profit, non-community public water systems are eligible for Capacity Development grant awards. Privately owned non-community water systems and Federally owned systems are not eligible. At the present time, each eligible water system may only receive one grant award for any one document until the DWP determines the total demand for these grant funds.

What documents are covered?

The following professionally prepared documents are eligible for matching grants:

- Comprehensive System Facilities Plans.
- Capital Improvement Plans.
- System Hydraulic Modeling Studies/Reports.
- Comprehensive Operations and Maintenance Manuals.
- System Vulnerability Assessments.
- Emergency Response Plans.
- Management Review Studies/Reports.
- Other professionally prepared documents that enhance system capacity, as determined by the DWP.

Each eligible public water system must demonstrate a need for the document for which it is applying. This may be satisfied with a copy of the minutes of a meeting where the water system officials have discussed the need for a document and a grant award. No water system may receive a grant award for a document it has produced within the previous five years if it is the same or similar to any one listed above.

Who can prepare the document?

A consulting firm or consulting professional, selected through a **qualifications-based request for proposal** process, can produce the document. The scope of the study must be approved up front by the DWP through the application process. Work performed by the water system's personnel in support of a grant activity is not a reimbursable expense under the grant program.

How much money is available?

A total amount of \$177,250 is earmarked for the Capacity Development Set-aside. **Individual matching grant amounts are for 50% of document cost up to a maximum of \$10,000 and are awarded as a reimbursement for product costs.**

When can a system apply?

Eligible water systems may apply at any time. Applications will be accepted on a first come, first served basis until funds are exhausted.

When is the money awarded?

The individual grant amounts of 50% to a maximum of \$10,000 will be awarded *after the document is submitted to the DWP and is accepted and approved by the DWP*. The following steps define the process:

1. Apply for the grant with a defined scope for the document.
2. Put the document preparation out for bid on a qualifications-based request for proposal process. On a qualifications-based RFP process, the awardee need not choose a firm based on low bid.
3. As part of the grant procedure, present evidence to the DWP of the publication of bid and scope, copies of consultant proposals and documentation of the final selection process
4. The finished document and associated invoices are submitted to the DWP for review and approval.

Still have questions?

For more information please call:

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Capacity Development Grant Application

PWS Name:_____ PWSID #:_____

Contact person's name:_____ Tel. number:_____

Proposed document or plan:_____

Scope of proposed document:_____

Signature:_____ Title:_____

Printed name:_____ Date:_____
